

# Flowcharting Standards – Please use ONLY the symbols shown below, following these guidelines:

Template Key	<div data-bbox="257 237 487 339"> <p>Start/ End</p> </div> <div data-bbox="538 261 1064 313"> <p><b>Start/End</b> - Indicates point at which the process begins or ends. Does not represent any activity.</p> </div> <div data-bbox="266 378 470 527"> <p>Decision</p> </div> <div data-bbox="538 402 1087 479"> <p><b>Decision</b> - shows a decision point, such as yes/no. Each path emerging from the diamond must be labeled with one of the possible answers.</p> </div> <div data-bbox="278 548 476 701"> <p>System Activity</p> </div> <div data-bbox="538 602 1078 654"> <p><b>System Task</b> - Represents an individual step or activity in Fi\$Cal.</p> </div> <div data-bbox="285 734 476 876"> <p>Manual</p> </div> <div data-bbox="538 743 1100 795"> <p><b>Manual Task</b> - Represents an individual step or activity in the process that is made out of Fi\$Cal.</p> </div> <div data-bbox="242 919 474 1050"> <p>Input</p> </div> <div data-bbox="525 915 1074 993"> <p><b>Input Documents</b> – A paper document (or email) that is used for entering data in the process. For electronic data should be use the Interface shape.</p> </div> <div data-bbox="1208 243 1293 329"> <p>A</p> </div> <div data-bbox="1421 245 1996 347"> <p><b>Connector</b> - On/Off-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.</p> </div> <div data-bbox="1159 375 1340 480"> <p>Interface</p> </div> <div data-bbox="1410 423 1906 475"> <p><b>Interface</b> – Data conversion from one electronic system to another.</p> </div> <div data-bbox="1157 522 1353 669"> <p>Batch Process</p> </div> <div data-bbox="1417 529 2093 609"> <p><b>Batch Process</b> - Represents a batch process within Fi\$Cal. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.</p> </div> <div data-bbox="1195 717 1315 740"> </div> <div data-bbox="1417 711 1559 738"> <p><b>Flow Arrow</b></p> </div> <div data-bbox="1157 760 1398 925"> <p>Intra Integration Process</p> </div> <div data-bbox="1410 808 1974 859"> <p><b>Intra Integration Process</b> - A input or Output to some other process within the same capability</p> </div> <div data-bbox="1146 956 1387 1097"> <p>Output</p> </div> <div data-bbox="1434 980 2023 1058"> <p><b>Output Documents</b> - An electronic document that is created by the process and can be printed (for example – any kind of report).</p> </div>
Role	<p>Swim lanes used to indicate which user role has <u>primary responsibility</u> for performing steps in the process. If an activity involves participation by more than one role, place it in the swim lane for the role with primary responsibility, or put it on the line that divides both roles.</p>

MN- Business Process - SubProcess

Role Name	
Role Name	

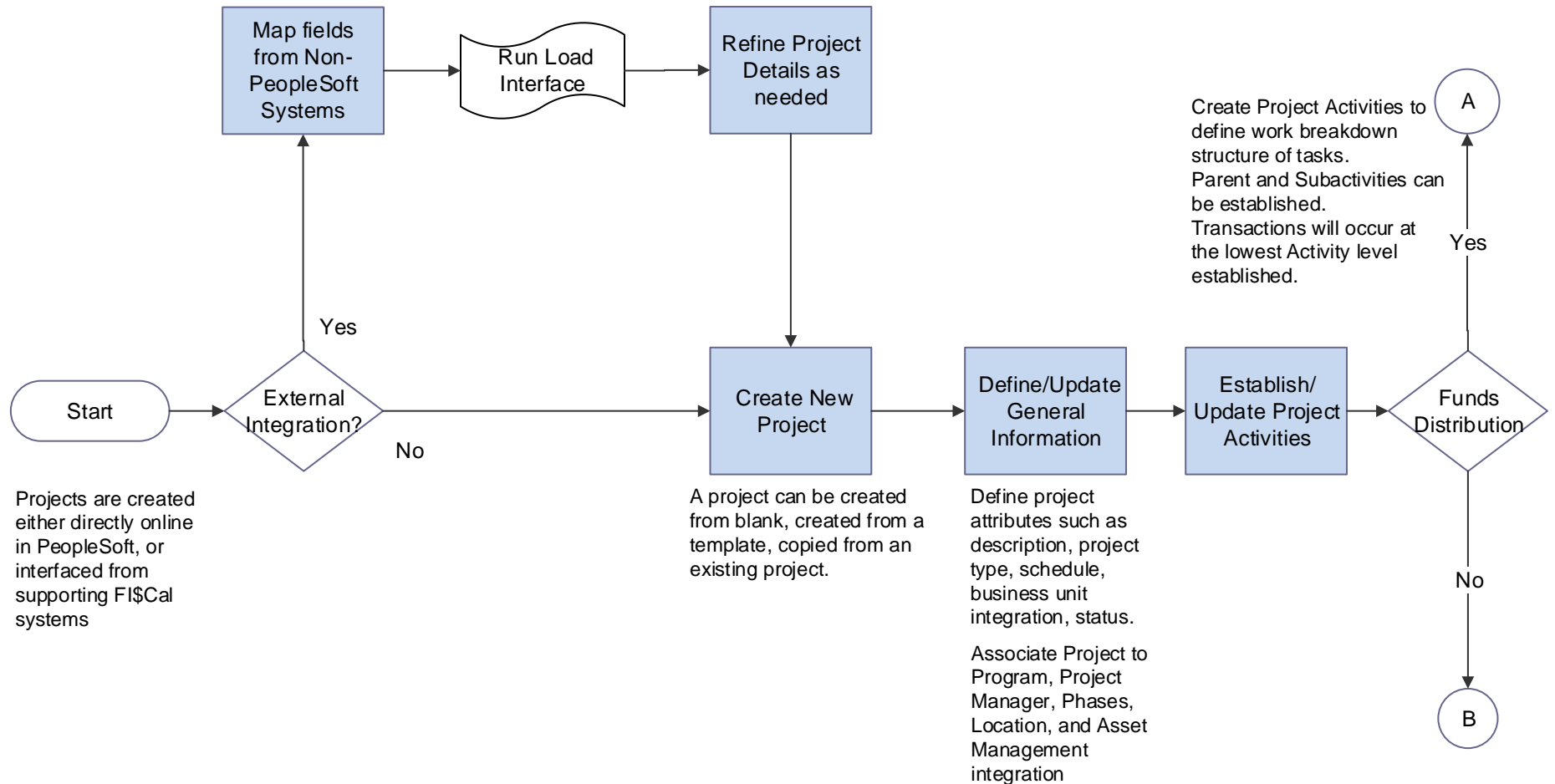
## Create & Maintain Projects & Project Budgets

### Project Accounting

Non-PeopleSoft systems include Hyperion Planning and Departmental legacy systems. Setup of these mappings should be one time as each new interface is established.

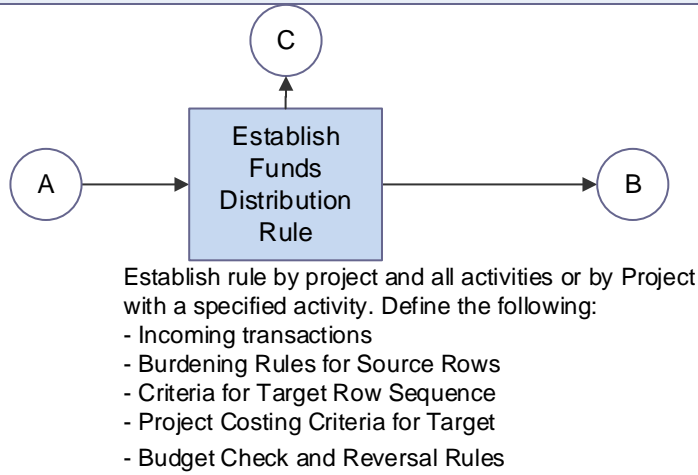
Interfaces will be set up to run on a nightly batch schedule at a minimum. Ad hoc capability to run interfaces will also be granted to some users when needed for high urgency.

Projects interfaced externally to PeopleSoft will in most cases require some additional details not available in the originating system.

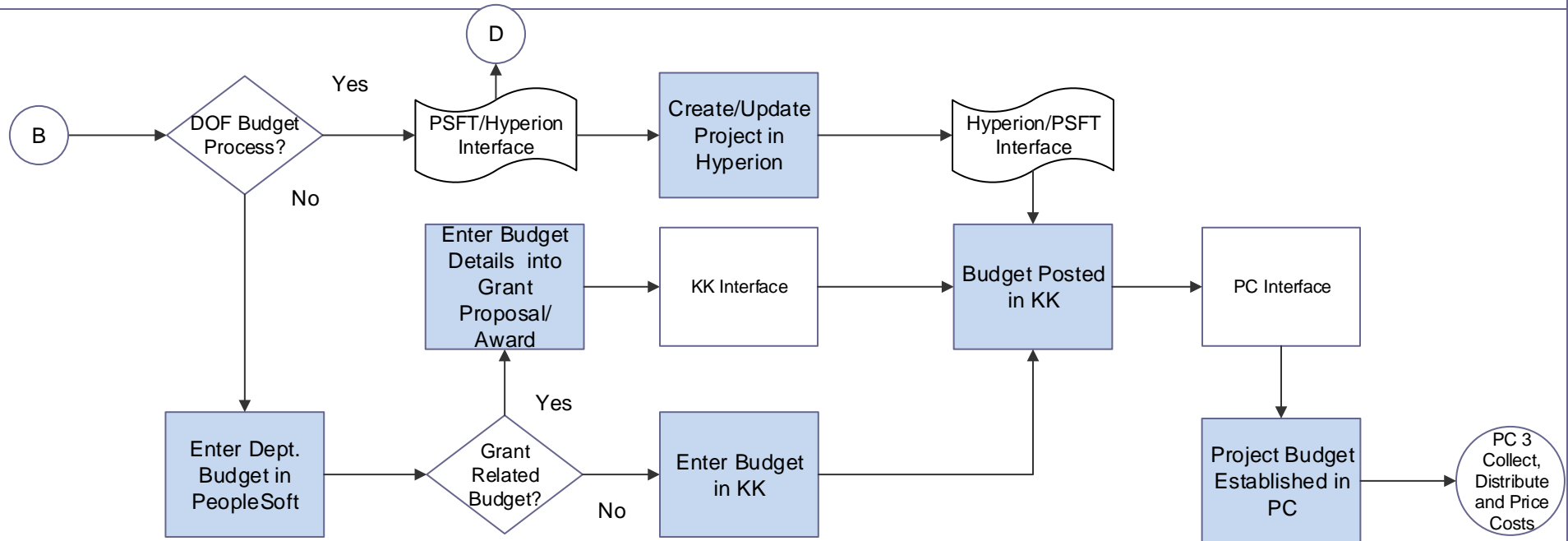


## Create/Maintain Projects & Project Budgets

PC Processor

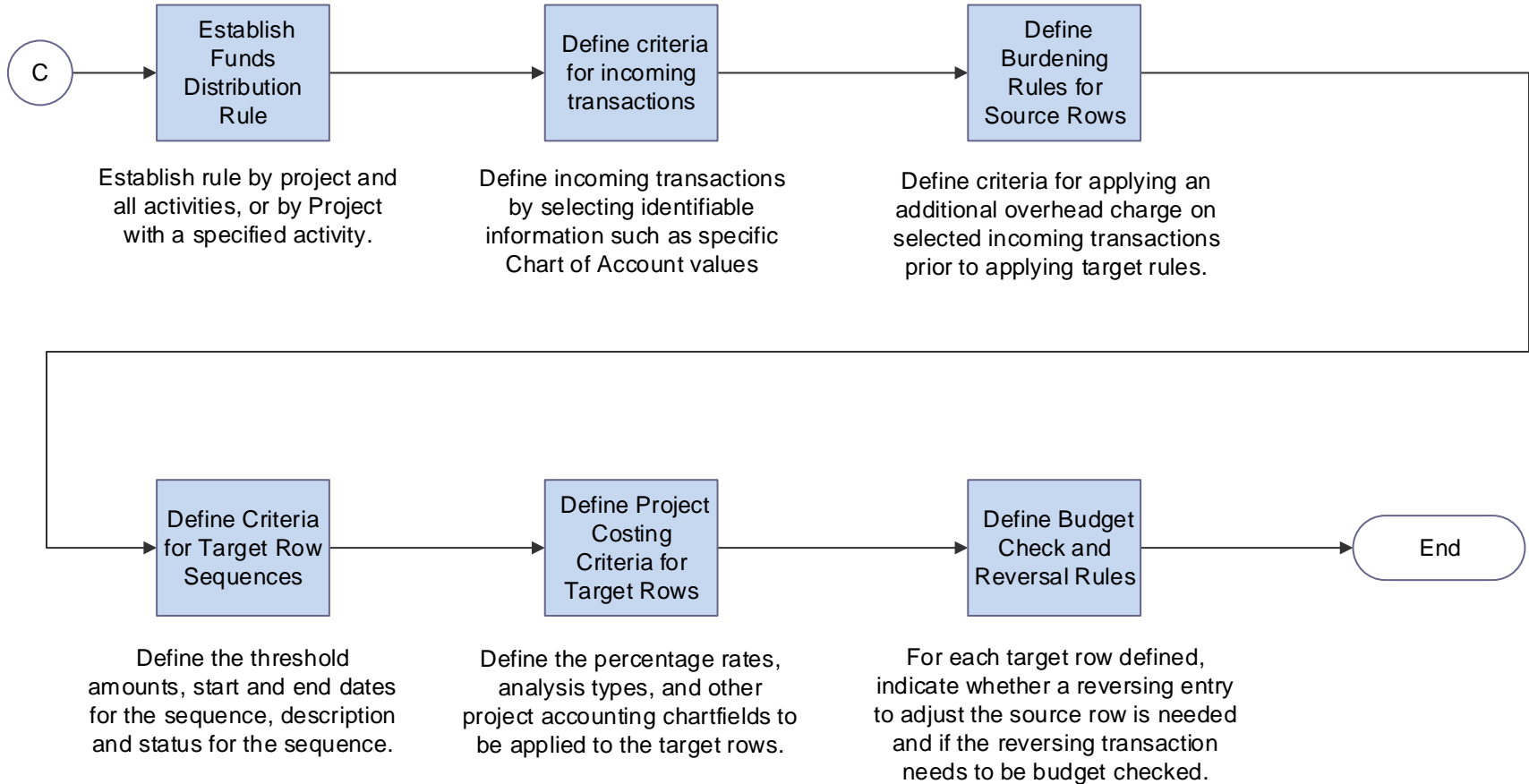


BU Processor



## Create & Maintain Projects – Create and Maintain Funds Distribution Rules

### Project Accounting



## Create/Maintain Projects & Project Budgets

### Project / Budget Accounting

